

ELIGIBLE CANCELLATIONS AND REFUNDS

Updated October 2004

Type of Cancellation and Refund	Refund Value	Program Penalty	Program Fee	IRS Taxation/Penalty	Documentation Required
Notification within 3 working days	All contributions returned including \$50 enrollment fee	N/A	N/A	N/A	<ul style="list-style-type: none"> REFUND CERTIFICATION FORM
Account cancelled within 6 months	All contributions returned less \$50 enrollment fee and any other outstanding fees	N/A	N/A	N/A	<ul style="list-style-type: none"> REFUND CERTIFICATION FORM
Account value less than \$500	All contributions returned less \$50 enrollment fee and any other outstanding fees	N/A	N/A	N/A	<ul style="list-style-type: none"> REFUND CERTIFICATION FORM
Death or Disability of the beneficiary	Current GET unit payout value	N/A	N/A	Earnings portion taxed as ordinary income, no penalty	<ul style="list-style-type: none"> REFUND CERTIFICATION FORM Death of the beneficiary: A copy of the beneficiary's death certificate. Disability of the beneficiary: Documentation from a medical professional stating the beneficiary's disability prevents the student from attending any institution of higher education.
Scholarship (Includes enrollment in a United States military academy)	Current GET unit value <i>Up to 125 units per year. Cannot exceed the scholarship amount or amount of eligible units available for that year</i>	N/A	N/A	Earnings portion taxed as ordinary income, no penalty	<ul style="list-style-type: none"> REFUND CERTIFICATION FORM Documentation of the scholarship-awarding entity, the scholarship amount and the applicable academic term. Purchaser must re-submit request for scholarship refunds for subsequent years.
Graduation or Program Completion	Current GET unit value	N/A	N/A	Earnings portion taxed as ordinary income and subject to 10% penalty tax.	<ul style="list-style-type: none"> REFUND CERTIFICATION FORM Documentation the beneficiary has graduated or completed a degree or certificate program.
Non-attendance <i>(Refunds will be made no sooner than 90 days after receipt of the certification)</i>	Weighted Average Tuition (WAT*) <i>Up to 100 units refunded per year</i>	N/A	N/A	Earnings portion taxed as ordinary income and subject to 10% penalty tax.	<ul style="list-style-type: none"> REFUND CERTIFICATION FORM Purchaser must re-submit request for non-attendance refund for subsequent years.
Other Circumstances**: (Accounts held minimum 2-years) -- Incorrect or misleading information provided by the Purchaser -- Material Misunderstanding -- Financial Hardship	Current GET unit value* <i>(*Exception: In the case of incorrect or misleading information from the purchaser, the refund amount will not exceed the value of the actual contributions)</i>	\$100 or 10% of the account earnings; whichever is greater	\$1.70 per month the account was active \$10 cancellation fee	Earnings portion taxed as ordinary income and subject to 10% penalty tax.	<ul style="list-style-type: none"> REFUND CERTIFICATION FORM Documentation of financial hardship such as job loss or reduction, bankruptcy, eviction or disconnection of utilities.

* WAT - The amount shall be calculated as the sum of the undergraduate tuition and services and activities fees for each four-year state institution of higher education, multiplied by the respective full-time equivalent student enrollment at each institution divided by the sum total of undergraduate full-time equivalent student enrollments of all four-year state institutions of higher education, rounded to the nearest whole dollar.* RCW 28B.95.020(16).

** Other circumstances are determined on a case-by-case basis; the two-year wait may be waived for special circumstances, call Customer Service at 800-955-2318 for further details.



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Correspondence

P.O. Box 43450
Olympia, WA 98504-3450
1-877-438-8848
fax (360) 704-6200
www.get.wa.gov

Applications & Payments

Guaranteed Education Tuition
P.O. Box 84824
Seattle, WA 98124-6124

CANCELLATION AND REFUND POLICY

Updated October 2004

General Information

- All refunds will be made according to Washington State statute (RCW 28B.95.110) and will follow the Internal Revenue Service (IRS) §529 rules. See the Master Agreement for more information.
- Units must be held in a GET account, for a minimum of two calendar years, determined from the date the units were purchased (date payment received). For Custom Monthly contracts, the account must be paid in full or the contract will be cancelled and payments received will be applied to lump sum unit purchases. Exceptions to the two-year wait may include cancellation and refund due to death or disability of the beneficiary, incorrect or misleading information, or as approved by the Program Director as other exceptional circumstances.
- **Enrollment Fee** - The \$50 enrollment fee is non-refundable with the exception of accounts cancelled within 3-working days.
- **Program Penalty** – The GET Program may assess a penalty when funds are removed for purposes other than qualified higher education expenses. The program penalty fee is either 10% of the increased value of the units held at the time of the refund, or \$100, whichever is greater.
- **Program Fees** - A cancellation fee and an administrative processing fee may be assessed. All outstanding fees will be deducted from the refund amount.
- **IRS Penalty** – Non-qualified withdrawals may be subject to additional taxes and/or penalties by the IRS. Generally, the earnings portion of the distribution is taxed as ordinary income and is subject to a federally mandated 10% penalty tax. Please consult with your tax advisor before requesting a refund to determine any federal income tax ramifications.
- **Refund Value** – Refunds are made at the current GET unit value for all refunds except non-attendance. Non-attendance refunds are valued at the weighted average tuition.

Decision Appeal Process

If the GET Program denies a refund request, the purchaser may submit a letter to the Director within ten days after notification, asking for reconsideration. If the Director denies reconsideration, the purchaser may submit a letter to the GET Committee Chair within ten days after notification, asking for reconsideration. The GET Committee Chair will conduct a brief adjudicative proceeding on the merits of the request and render a final decision.

Refund Process

- Only the purchaser may request a refund. Complete a REFUND CERTIFICATION FORM and include any supporting documents as required. The REFUND CERTIFICATION FORM must be notarized and returned to the following address: GET Director, P.O. Box 43450, Olympia, WA 98504-3450.
- At the time a refund certification form is received, the account will be reviewed to determine if the request meets all the requirements. The refund check will be mailed to the purchaser of the account within 2-8 weeks after the refund request has been approved, or as stated by the statute and outlined in this policy.
- Refund checks are made payable to the purchaser unless the purchaser specifies in writing that the refund check should be made payable to the student.

Committee Members

James E. Sulton, Jr., Ph.D.
Executive Director, Higher Education Coordinating Board

Elizabeth Stecher Berendt
Citizen Member

Michael J. Murphy
State Treasurer



The GET Program is administered by the Higher Education Coordinating Board

Marty Brown
Director, Office of Financial Management

Mooi Lien Wong
Citizen Member